

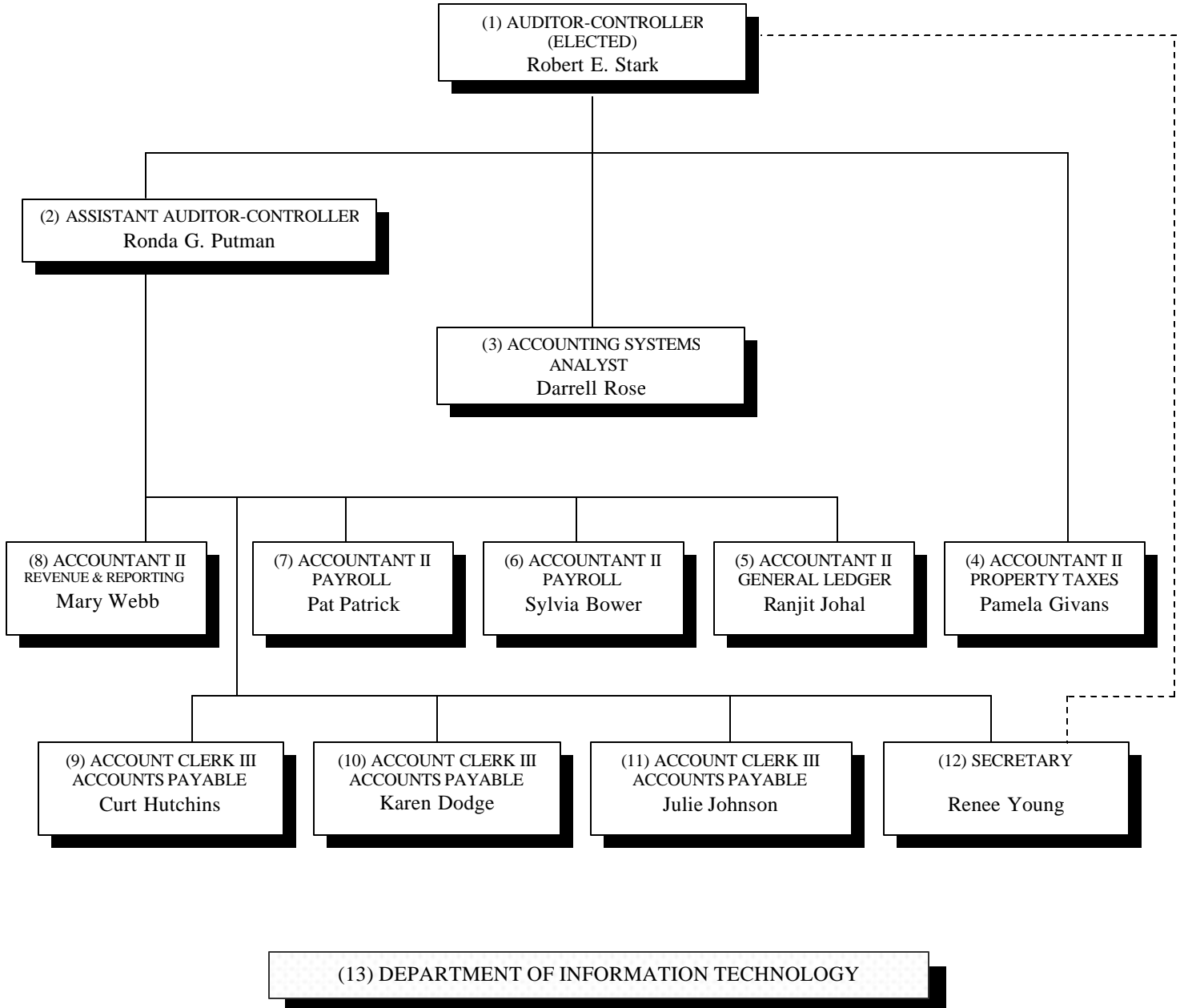
**COUNTY OF SUTTER
OFFICE OF THE AUDITOR-CONTROLLER**

463 Second Street Rm. 117
Yuba City, California 95991

(530) 822-7127

FAX: (530) 822-7439

ORGANIZATION CHART WITH ROSTER (Revised 3/02)



**COUNTY OF SUTTER
OFFICE OF THE AUDITOR-CONTROLLER**

CLASSIFICATION TITLES —SALARY RANGES—GENERAL DUTIES (Revised 6/02)

- (1) **Auditor-Controller (Elected):** Duties as prescribed by law. Management and administration.
- (2) **Assistant Auditor-Controller – MGT44:** Manages general ledger accounting; function including payroll, revenue control, claims audit, budgetary control, and financial statement preparation. Performs various tasks on the highest level, including financial reporting and analysis, A-87 Cost Plan and mandated cost claims. Supervises and trains staff. Develops computer applications.
- (3) **Accounting Systems Analyst – MGT38:** Evaluates and develops systems of internal control. Oversees the property tax system and coordinates procedures of the tax system involving other offices, including special assessments. Prepares various tax reports, AB 8 calculation, Prop. 4, Unitary Tax formula, Special District Augmentation Fund. Administers Transportation Development Act funds. Performs periodic counts of Treasury cash. Special projects related to annexations, new development, redevelopment areas, and dept-finance administration.
- (4) **Accountant II – Property Taxes – PRO37:** Property tax accounting. Responds to information requests from title companies, developers, and taxpayers. Preparation of the County's A87 Cost Plan. Performs payroll duties as assigned. Back-up for general and sub-ledger accounting. Coordination of Special District Audits. Revenue accounting duties as required. Special projects.
- (5) **Accountant II – General Ledger – PRO37:** General and sub-ledger accounting and control. Prepares and/or reviews departmental journal entries and transfers. Performs a variety of professional duties in the preparation, maintenance and review of financial records and reports; coordinates activities related to area of assignment with other County departments and outside agencies. Prepares financial and budget analyses. Maintains chart of accounts for financial system.
- (6) **Accountant II – Payroll – PRO37:** Systems analysis and payroll management. Complete payroll accounting. Audit of payroll time reports, fringe benefits accounting, and all payrolls related reports and payroll taxes.
- (7) **Accountant II – Payroll – PRO37:** Complete payroll accounting. Audit of payroll time reports, fringe benefits accounting, and all payroll related reports and payroll taxes.
- (8) **Accountant II – Revenue and Reporting – PRO37:** Design accounting policies and procedures. Cash receipts control, revenue accounting and reports. Processes debt service transactions; bond and coupon redemptions. Assists in preparation of budgets, financial and statistical reports. Accounts receivable control and accounting. Consolidated Court revenue distribution. Agency billing. Audit problem resolution. Prepares journal entries for corrections to general ledger.
- (9) **Account Clerk III – Accounts Payable – GCL29:** Audits claims for compliance with Board policy and Auditor's accounting policies. Monitors contract compliance, travel advance reconciliation, appropriation controls, warrants issued controls and reports. First-line respondent to departmental inquiries on claims.
- (10) **Account Clerk III – Accounts Payable – GCL29:** See number (9) for job description.
- (11) **Account Clerk III – Accounts Payable – GCL29:** See number (9) for job description.
- (12) **Secretary – GCL29:** Provides skilled secretarial support functions and/or specialized clerical functions. Serves as secretary to department manager and/or provides support to staff and county department activities and operations. Warrant reconciliation. Maintains vendor master files. Types/word processes various reports, forms correspondence. Welfare distribution. Maintains confidentiality of department information.
- (13) **Department of Information Technology Support:** Although not subject to direct supervision of the Auditor-Controller, the Department of Information Technology staff make a critical contribution to accomplishment of the department's mission. A significant amount of time is devoted to data entry, personal computers and support of financial, payroll and property tax systems.